



## **Guidelines for Emergencies**

As Group Leader your role is organisational. Firstly take charge, keep calm and assess the situation.

If the injured member seems to be unconscious or not breathing call 999 immediately. The operator will ask for your location and postcode. Always make a note of it when you organise a trip if possible. Do what the operator tells you to do.

If it is a less serious incident use the resources in your group to help the injured party and decide with them what is appropriate. Send someone to inform the staff if applicable so that they can help you.

Delegate a group member to move others away from the area, a crowd is never helpful.

If the injury is slight or the person feels better then organise transport for them if needed and inform their nominated emergency contact. If outside agencies take over inform the emergency contact so they can follow it up. If you do not have the information and the injured party cannot tell you, then contact a committee member so that they can help you.

When things are resolved check on other group members as they may be upset, and decide together if the meeting/visit should continue.

Check on the injured party later and file an accident/injury report with the Secretary as soon as possible.

If a problem should occur with transport the company providing the coach will deal with it.

If it is a car breakdown you may need to help find another means of transport home for all the occupants.

You just need to keep everyone informed and remember if in doubt contact a member of the committee for advice and support.